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DD/S-58-5091

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~~EYES ONLY~~

AGENDA

FOR THE

ADMINISTRATION CAREER BOARD

Fortieth Meeting, Wednesday, 31 December 1958, at 1000 Hours  
Personnel Conference Room, Curie Hall  
Second Floor, Wing G

1. Presentation of Minutes of the Thirty-ninth Meeting of the Administration Career Board. (For Approval)
2. Presentation of Proposed Assignments for SA Personnel.

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Minutes of the 39th Meeting

of the

Administration Career Board

15 December 1958

1. Those present:

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Mr.		Chairman
Mr.		
Mr.		
Mr.		
Mr.		
Dr.		
Col.		
Mr.		
Mr.		Executive Secretary

2. The Minutes of the Thirty-eighth Meeting of the Administration Career Board were approved as presented.

3. The revised draft of procedures to be followed by the Competitive Evaluation Panels was reviewed by the members of the Board. It was decided that paragraph 2.c. of the proposed procedures should be revised to require that the Panel members will collectively arrive at the numerical evaluations for each person and that these numerical rankings for each Competitive Evaluation will become a part of the permanent records available to the Board. It is believed a comparison of several numerical evaluations of a person will be meaningful in examining his relative standing among those in his competitive category as well as ascertaining his areas of strengths as well as weaknesses.

4. The Board recommended adoption of the Competitive Evaluation Guide to be used by the Competitive Evaluation Panels.

5. The members of the Board reviewed the proposed transfer of the Office of Communications administrative officer positions and personnel to the career jurisdiction of the Administration Career Service. There was considerable discussion concerning the advisability of the Administration Career Service assuming responsibility for either the positions or personnel below the grade level of GS-12, inasmuch as this Career Service does not have jurisdiction over sufficient administrative positions in Headquarters below the grade level of GS-12 to provide assignments for the incumbents of these positions when they return from their overseas assignments. As a result of the rather comprehensive questions which arose from this discussion, it was decided

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to defer consideration of this problem until further investigation and coordination could be effected.

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6. The Board recommended approval of the assignment of [REDACTED] GS-13 (SD:SS) as Deputy Chief of Administration and Training Staff, Office of Security, GS-14.

7. The Board reviewed a number of proposed assignments but deferred further action until the next Meeting.

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[REDACTED]  
Executive Secretary  
Administration Career Board

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The above recommendations and conclusions of the Administration Career Board are approved:

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[REDACTED]  
H. GATES LLOYD  
Acting Deputy Director  
(Support)

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